

# Submitting an Event to the online Events Calendar

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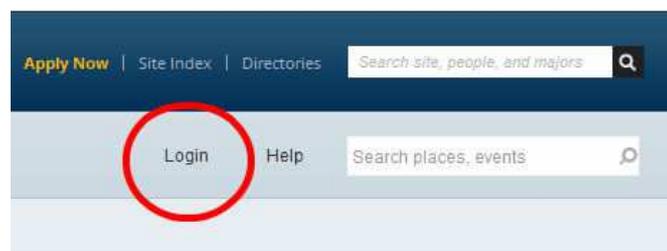
*Created February 2014*

So you have an awesome event you want to get on IC's online calendar of events? Great! It's a simple process, and this guide will walk you through it.

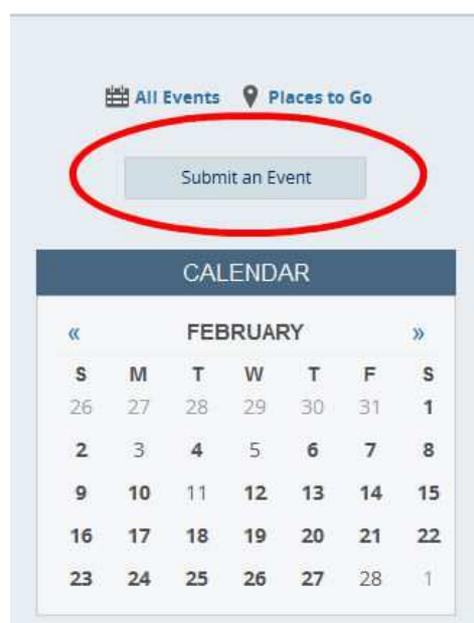
Please be sure to review the submission guidelines and frequently asked questions (FAQ) at [ithaca.edu/events/help](http://ithaca.edu/events/help).

## Submitting an Event

1. Go to <http://events.ithaca.edu> and click "Login" in the upper menu bar (if you click "Submit an Event" first, you will be prompted to login anyhow). Enter your Netpass ID and password.



2. Now you can click the "Submit an Event" button, on the right side of the screen.



This will bring you to the event submission form. Fill out the fields with as much info as you can.

Event Name *	<input type="text" value="Open House Session"/>
Description *	<input type="text"/>
Start Date *	<input type="text" value="'Tomorrow' or 'Next Friday' or '4/10'"/>
Start Time	<input type="text" value="6pm"/>
End Time	<input type="text"/>
Rekurs	<input type="text" value="Never"/>
Event Place	<input type="text" value="Type a name or address"/>
Room	<input type="text"/>
Address	<input type="text"/>
Event Website	<input type="text" value="http://venue.com/event-info"/>
Facebook Event Page ?	<input type="text" value="http://www.facebook.com/event.php..."/>

Event Photo	
Event Type	<input type="text"/>
Departments/Office	<input type="text"/>
School	<input type="text"/>
Ticket Cost ?	<input type="text"/>
Ticket Link	<input type="text"/>
Contact Email: *	<input type="text"/>
Contact Phone:	<input type="text"/>
	<input type="button" value="Cancel"/> <input type="button" value="Add Event"/>

The following fields are required:

- Event Name
- Description
- Start Date
- Contact Email

Please also be sure to include **at least one** Event Type option, even though this is not a required field. Searching these event type categories will be one of the primary way users sort through the calendar to find events they are interested in.

If a field doesn't pertain to your event (for example, Department/Office or Ticket Cost) then you can leave it blank.

### **Why don't I see an Event Type category option that exactly matches my event?**

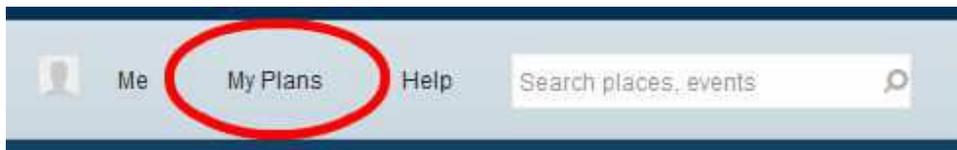
The Event Types were purposefully selected to be broad and generic. This is meant to make it easier for people to see similar types of events while searching. The majority of submitted events should easily funnel into one or more of the given terms. However, if you strongly feel the list of Event Types is missing an option, please email your suggestion to [events@ithaca.edu](mailto:events@ithaca.edu) for consideration.

3. Click the "Add Event" button at the bottom of the submission form. Your event has now been submitted for approval! (Feel free to do a little dance.)

## **Editing an Event**

If you need to make edits to your event entry, you can do so up until it's been approved by a calendar administrator. **If your event has already been approved, please email [events@ithaca.edu](mailto:events@ithaca.edu) with the requested changes to your listing.**

1. When logged in, click My Plans in the upper navigation bar:

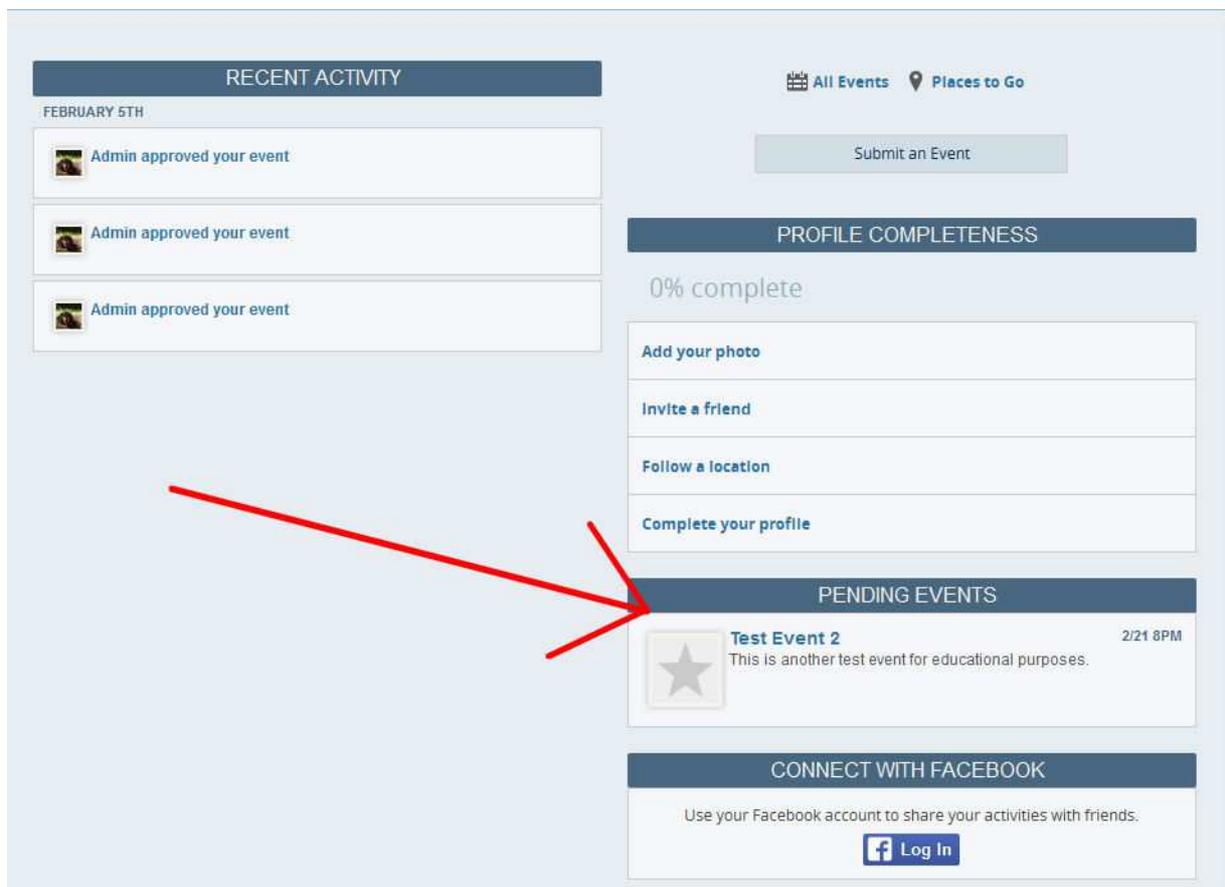


This will bring you to a screen that has a list of your upcoming events you plan to attend, if you've marked yourself as going.

2. Then in the breadcrumbs section, click "Dashboard."



3. You will come to a screen with things like Recent Activity, options to edit your profile, and a list of Pending Events. Click the event you'd like to edit.



This will bring up your event details. You'll see the banner at the top that says the event is awaiting admin approval. Click "Edit Event" to make changes, then Save to resubmit for approval.

This event is currently waiting for admin approval

## Test Event 2

Friday, February 21 at 8:00pm to 11:30pm  
Emerson S

This is another test event for educational purposes.

Share      

Contact Email:  
siteindex@ithaca.edu

Subscribe   

Event Type  
Exhibit



PEOPLE GOING

No activity yet

### RECENT ACTIVITY

[Comment](#) [Photo](#)

No recent activity

Individuals with disabilities requiring accommodations should send an email to the contact address provided for a specific event, or call the phone number if provided. We ask that requests for accommodations be made as soon as possible.

Additional questions? Please visit [ithaca.edu/events/help](http://ithaca.edu/events/help) or email [events@ithaca.edu](mailto:events@ithaca.edu).